

**Town of
Reading
Massachusetts**



**2014 Subsequent Town Meeting
Report on the Warrant
November 10, 2014**

**SUBSEQUENT TOWN MEETING
NOVEMBER 10, 2014
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COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on Sept 26, 2014 notified and warned the inhabitants of the Town of Reading, qualified to vote in Town elections and Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:


Precinct 1	J. Warren Killam School, 333 Charles Street
Precinct 2	Reading Police Station, 15 Union Street
Precinct 3	Reading Municipal Light Department, 230 Ash Street
Precinct 4	Joshua Eaton School, 365 Summer Avenue
Precinct 5	Reading Library, Local History Room, 64 Middlesex Avenue
Precinct 6	Barrows School, 16 Edgemont Avenue
Precinct 7	Birch Meadow School, 27 Arthur B Lord Drive
Precinct 8	Wood End School, 85 Sunset Rock Lane
	Town Hall, 16 Lowell Street

The date of posting being not less than fourteen (14) days prior to November 10, 2014, the date set for Town Meeting in this Warrant.

I also caused a posting of this Warrant to be published on the Town of Reading website on September 29, 2014.


Tonya Amico, Constable

A true copy Attest:


Laura Gemme, Town Clerk

TOWN WARRANT



COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in Town elections and Town affairs, to meet at the Reading Memorial High School Performing Arts Center, 62 Oakland Road, in said Reading, on Monday, November 10, 2014, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

ARTICLE 1 To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Official, Board or Special Committee.

Board of Selectmen

Background: This article appears on the Warrant for all Town Meetings. At this Special Town Meeting, the following report(s) are anticipated:

- RMLD Annual Report (Chair David Talbot)
- School Department Annual Report (Superintendent Dr. John Doherty)
- Update on Charter Review Committee (Chair Alan Foulds)
- Update on Permanent Building Committee (Bylaw Committee Chair Stephen Crook)
- Update from FINCOM (Chair Mark Dockser)

ARTICLE 2 To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will vote to appropriate by borrowing or transfer from available funds, or otherwise, for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

Background: This Article appears on the Warrant of all Town Meetings. There are no known Instructional Motions at this time. The Town Moderator requires that all proposed Instructional Motions be submitted to the Town Clerk in advance so that Town Meeting Members may be “warned” as to the subject of an Instructional Motion in advance of the motion being made. Instructional Motions are normally held until the end of all other business at Town Meeting.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 3 To see if the Town will vote to amend the FY 2015-24 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

Background: This Article is included in every Town Meeting Warrant. The Reading General Bylaw states (section 6.1.3) “... *No funds may be appropriated for any capital item unless such item is included in the Capital Improvements Program, and is scheduled for funding in the Fiscal Year in which the appropriation is to be made.*” Bond ratings agencies also want to ensure that changes to a long-term CIP are adequately described.

Previously authorized \$680,000 for November by September Special Town Meeting

\$400,000 School Facilities - Joshua Eaton roof Phase II (increased from \$392,000 and moved up from FY16)

\$100,000 School Facilities - Parker MS multipurpose room repairs

\$ 80,000 DPW Fuel Management System

\$ 50,000 Town Facilities - Town Hall generator (moved up from FY16 and incr. from \$20,000)

\$ 50,000 DPW Pickup Truck #2 (moved up from FY16)

The following changes are proposed to the FY 2015 – FY 2024 CIP:

General Fund

FY15: \$44,000

+ \$ 30,000 School Facilities – engineering assessment of RMHS retaining wall

+ \$ 14,000 School Facilities - RMHS Water Heater (increased to \$54,000)

\$ 0 School Facilities – reclassify \$100,000 Parker MS multipurpose room repairs to be roof repairs in that area of the same building

FY16: \$142,000

\$100,000 Town Facilities: Fire Station lighting/security system

\$ 40,000 School Facilities: Coolidge phone system (moved up from FY17)

\$ 22,000 School Facilities: RMHS masonry work

(\$20,000) School Facilities: Joshua Eaton Windows/Doors (deleted)

FY17+

Various changes made

Finance Committee Report: The Finance Committee recommends the proposed amendments to the FY 2015 – FY 2024 Capital Improvements Program by a vote of 6-0-0 at their meeting on October 9, 2014. Placing items in the Capital Improvement Program is a prerequisite but in itself does not authorize spending funds towards these items.

Bylaw Committee Report: No report.

By Charter, both the Finance Committee and Bylaw Committee are advisory to Town Meeting and their votes must be reported to Town Meeting, preferably in writing in advance when possible. Other volunteer Boards/Committees/Commissions (BCC) also vote on Warrant Articles, and when possible those votes are noted herein with an asterisk () next to the name of the BCC. Please note that the Board of Selectmen often act as the sponsor for Articles at Town Meeting, but they may do so as a courtesy and not agree with it.*

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted 5-0-0 to support this Article.

ARTICLE 4 To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum or sums of money to pay bills remaining unpaid from prior fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

Background: There are no known unpaid invoices from the previous fiscal year, so this Article will be tabled.

Finance Committee Report: No report.

Bylaw Committee Report: No report.

ARTICLE 5 To see if the Town will vote to amend the Town's Operating Budget for the Fiscal Year commencing July 1, 2014, as adopted under Article 14 of the Annual Town Meeting of April 28, 2014 and amended by Article 8 of the Special Town Meeting of September 29, 2014; and to see if the Town will vote to raise and appropriate, borrow or transfer from available funds, or otherwise provide a sum or sums of money to be added to the amounts appropriated under said Article, as amended, for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

Background:

General Fund – Wages and Expenses

<u>Account Line</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
C99 – Capital	\$400,000 – School Fac: J. Eaton roof Phase 2 \$100,000 – School Fac: Parker MS roof repairs \$ 80,000 – DPW Fuel Management System \$ 50,000 – Town Fac: Town Hall generator \$ 50,000 – DPW Pickup Truck #2 \$ 30,000 – School Fac: RMHS retaining wall \$ 14,000 – additional for RMHS water heater		\$724,000
H91 – Community Services wages	Regional Housing Services Coordinator*		\$36,750
H92 – Community Services expenses	Regional Housing expenses*		\$10,000
	Subtotals	\$0	\$770,750
	Net Operating Expenses		\$770,750
	\$146,750 From Tax Levy, State Aid and Other Local Receipts (\$100,000 Excise taxes; *\$46,750 Regional partner payments for shared Housing Services		
	\$624,000 From Cash Reserve (may be reduced in New Growth certified by State)		

Finance Committee Report: The Finance Committee recommends this Article by a vote of 6-0-0 at their meeting on October 9, 2014.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted 5-0-0 to support this Article.

ARTICLE 6 To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, a permanent easement over the parcel of land shown as "EASEMENT AREA = 108.3 SF" on a plan entitled " 'Easement For Construction & Maintenance Of Bus Shelter Located At 25 Walkers Brook Dr., Reading, MA' scale: 1" = 8', dated January 7, 2013 prepared by the Town of Reading, Massachusetts, Department of Public Works, Engineering Division", a copy of which plan is available for inspection at the Office of the Town Clerk. Said easement shall be for the purpose of authorizing the installation, maintenance, repair, operation, and use by members of the public of a bus stop waiting area and shelter on said parcel; or take any other action with respect thereto.

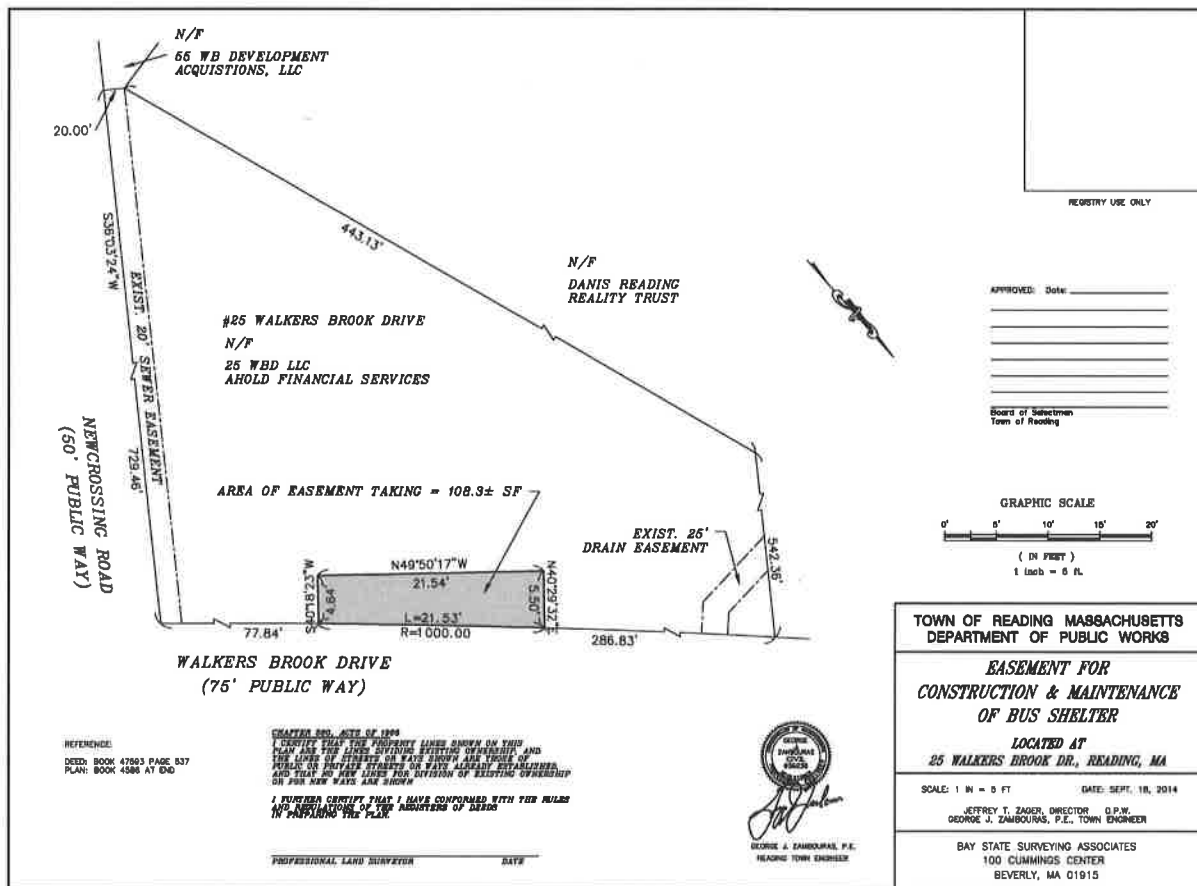
Board of Selectmen

Background: Under Article 8 of the Special Town Meeting held in January 2013 the Board of Selectman received authorization to accept the conveyance of an easement for the construction and maintenance of a bus shelter located at 25 Walkers Brook Drive (current location of Stop & Shop). The bus shelter would service customers and employees of that location, and of nearby businesses.

Since that approval the Town applied for and received an Order of Conditions from the Conservation Commission in April of 2013 and purchased the bus shelter in anticipation of completing the project before the 2013 winter season.

While the property owner (Royal Ahold) indicated an initial desire to offer a voluntary easement there have been substantial delays in the execution of the final easement document. This summer the Town advised that further action by Town Meeting would be taken if they did not execute the easement, and they did not respond.

In order to insure the Town can install the bus shelter next spring this Article further authorizes the Board of Selectman to take the same easement previously authorized by eminent domain.



Finance Committee Report: No report.

Bylaw Committee Report: No report.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted 5-0-0 to support this Article.

ARTICLE 7 To see if the Town will vote to amend the Reading Zoning Map, dated April 18, 2013, as amended, as referenced in Section 3.2 of the Reading Zoning Bylaw, to overlay the Planned Residential Development – General (PRD-G) Overlay District upon a certain portion of land located at 149 Van Norden Road (shown on Assessors Map 39 as Lot 212) containing 2.42 acres, more or less, which parcel is situated on the northerly side of Van Norden Road, such parcel being bounded and described as follows:

Northerly by land formerly of C.P. Judd, one hundred ninety four and 48/100 (194.48) feet;

Easterly by lot numbered 30 on the below referenced plan, five hundred fifty (550) feet, more or less;

Southerly by Van Norden Road, as shown on the below referenced plan two hundred (200) feet, more or less; and

Westerly by lot numbered 27 on the below referenced plan, five hundred eighty five (585) feet, more or less.

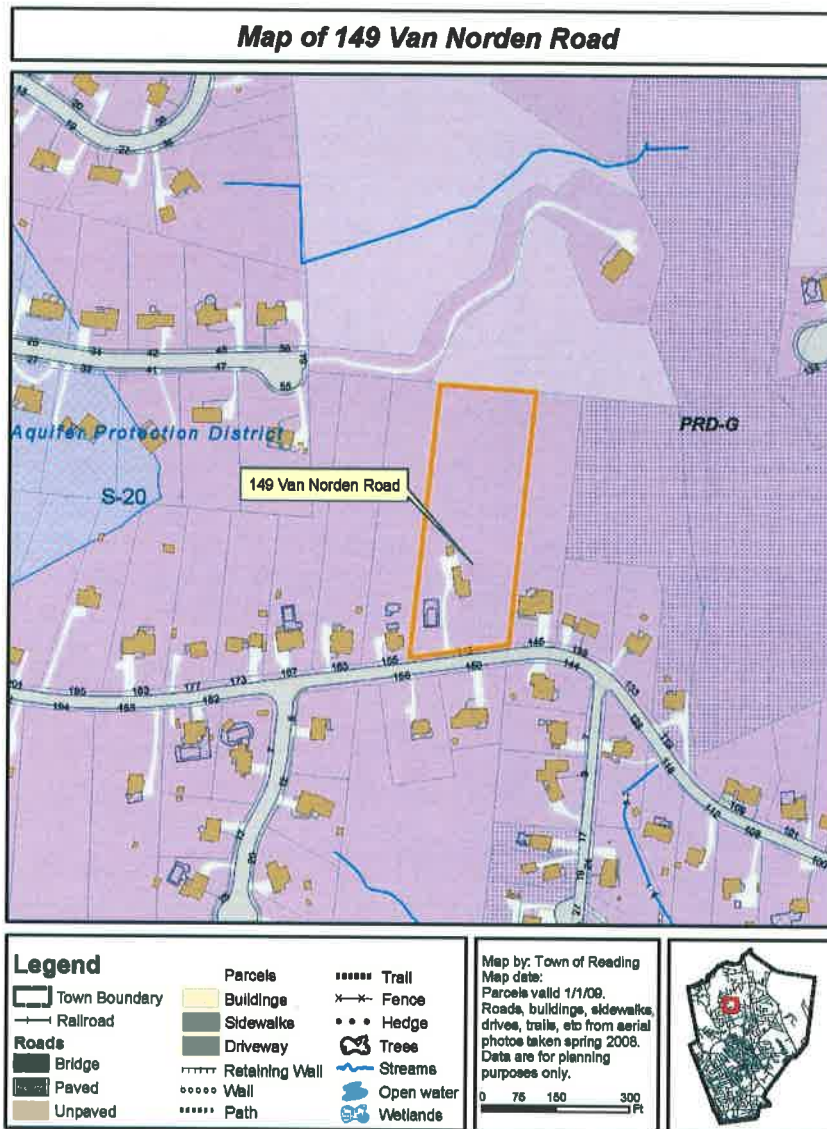
Being the same premises shown as Lots 28 and 29 on a plan entitled "Plan of Land owned by H.D. Van Norden; dated September 14, 1911", recorded at the Middlesex South District Registry of Deeds at the end of Book 3637. The premises are also shown as parcel 212 on Reading Assessors' Map 39.

or take any other action with respect thereto.

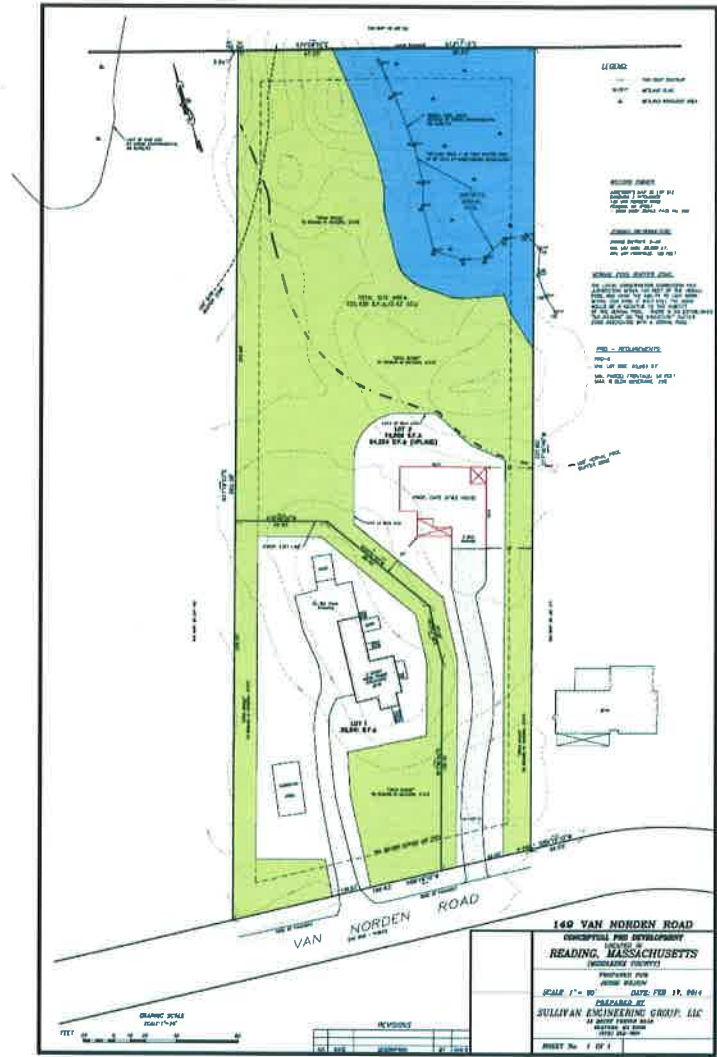
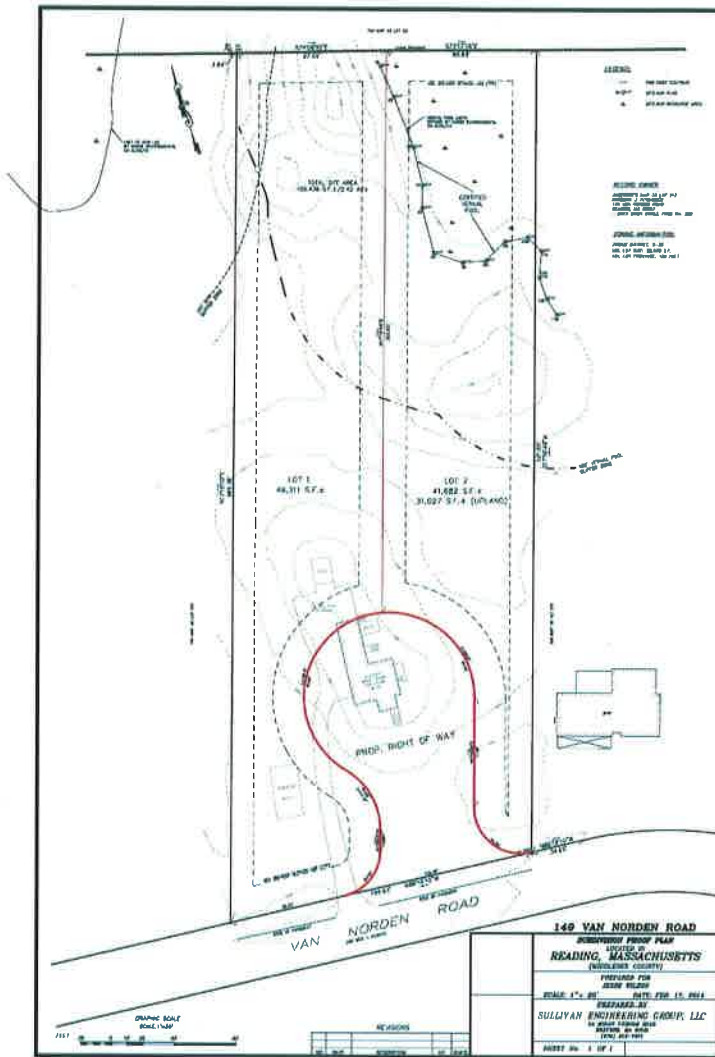
Community Planning and Development Commission

Background: In accordance with the Reading Zoning Bylaw, Section 4.10, the Planned Residential Development (PRD) District is an overlay district that may be applied to any existing residential zoning district as identified on the Reading Zoning Map. The purpose of the PRD is to allow (by Special Permit) high-quality residential development with variable densities, while preserving open space and natural features. This form of development also allows for reduced infrastructure that would otherwise be required under a traditional subdivision development.

This Article seeks to amend the Town of Reading Zoning Map to include 149 Van Norden Road as part of the Planned Residential Development Overlay District. The Owner of 149 Van Norden Road would use the PRD Overlay to split the lot and construct one (1) additional single family home to accommodate multi-generational family living. The map below identifies 149 Van Norden Road.



Under the Town of Reading's Subdivision Rules and Regulations, today the Owner would be required to construct a new road that will meet Town Standards (please see map on the left hand side of the next page). To accommodate this new road, the existing home would need to be demolished and then two new homes would be constructed. However, under the PRD Overlay District, the existing home could be preserved and a new single family home constructed to the rear (map on the right hand side of the next page) on a new separate lot.



Plan using Reading's Subdivision Rules and Regulations

Plan using PRD Overlay District

Because the rear of the site is nearly all a wetland/Certified Vernal Pool, the PRD Plan would allow for the home to be located outside of 100-foot buffer zone. Under the Reading's Subdivision Requirements, the proposed homes would likely encroach in the buffer zone of this resource and would increase the amount of impact to the natural vegetation. Additionally, the PRD Overlay District requires 40% of the parcel be left as open space. There is no requirement under Reading's Subdivision Rules and Regulation to set aside open space.

Special Permit: In accordance with Section 4.10 of the Zoning Bylaw, the Owner/Applicant will be required to seek a Special Permit for use of the PRD Overlay District. The Special Permit will be sought through a Public Hearing process, including abutter notification with the Community Planning and Development Commission (CPDC). The CPDC, as the Special Permit Granting Authority, will have the discretion on the final approved plan. Although the Plan could change from what is shown (above, right hand side), the CPDC has review authority on the number of housing units and development density. Article 7 simply would amend the Zoning Map so that the Owner/Applicant could move forward with a Special permit Application to the CPDC under the PRD Overlay District.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on October 21, 2014.

***Community Planning & Development Commission Report:** The CPDC recommends the subject matter of this Article by a vote 4-0-0 at their public hearing on August 11, 2014.

ARTICLE 8 To see if the Town will vote to amend the Zoning Bylaw by deleting sections 2.0 Definitions, 4.0 Use Regulations, 5.0 Intensity Regulations, 6.0 General Provisions Affecting All Districts, 7.0 Administration, 8.0 Applicability, and 9.0 Adoption and Amendment in their entirety, together with all appendices associated with such sections, and replacing them with new sections 2.0 Definitions, 4.0 Administration, 5.0 Use Regulations, 6.0 Intensity Regulations, 7.0 Nonconforming Uses and Structures, 8.0 Sign Regulation, 9.0 Parking, 10.0 Overlay Districts, 11.0 Planned Development, and 12.0 Applicability, Adoption and Amendment, together with all appendices associated with such sections, the texts of which sections and appendices are available for inspection in the Office of the Town Clerk, or take any action with respect thereto.

Community Planning and Development Commission

Background: Approximately five years ago, the Town of Reading identified customer service as an organization-wide goal. The Town received feedback that customer service was excellent, however, a few complaints were also received that highlighted the need for changes to the Town's zoning and permitting requirements.

In response to the complaints, the Town made a commitment to improve organizational efficiency through clearer permitting requirements and reduced regulations while reinforcing standards for review and increasing transparency. The CPDC suggested immediate changes to the zoning bylaw as part of a Phase I update of the zoning bylaw. Phase I changes were adopted by Town Meeting in November of 2013.

Phase II, the Comprehensive Update to the Zoning Bylaw, included a \$75,000 Town Meeting appropriation to hire a zoning consultant. The Board of Selectmen appointed the Zoning Advisory Committee (ZAC) in September 2013 to work with the consultant and staff. The goal of the zoning bylaw update was to simplify, modernize, clarify and make changes to zoning and to make the permitting process more user-friendly.

The zoning update project has been designed to ensure that the bylaw is easy to use and understand by the public and for ease of administration by Town staff. With the assistance of a specialized zoning consultant, stakeholder interviews were conducted in which numerous comments were received that our zoning bylaws are difficult to use. The zoning consultant also performed a zoning diagnostic (technical review) that revealed problem areas including, but not limited to: (1) internal inconsistencies; (2) outdated and confusing language; and (3) conflicts with statutory and case law.

This zoning update has been conducted with the extensive public participation for over one year, as well as input primarily from the Zoning Board of Appeals (ZBA), the Community Planning and Development Commission (CPDC) and Town staff, but also from numerous other individual boards, committees and commissions.

The updated zoning bylaw is planned to be presented as Warrant Articles for a total of four Town Meetings, with November Subsequent Town Meeting the second of these sets of changes. Note that Article 8 of the November Town Meeting is the only set of changes to be presented in a single Article. While amendments are possible, Article 8 is recommended by the ZAC and Town Counsel as presented because they align together as the core fundamental changes to the local zoning bylaw.

Below is a review of the four Town Meetings that represent the final stages of the zoning bylaw project:

Special Town Meeting, September 29, 2014, Five (5) zoning articles; Four (4) were approved.

- Purpose (Section 1) – Not Adopted
- Establishment of Districts (Section 3) – Adopted
- Deletion of Wetlands Protection District (Section 4.5) – Adopted
- Deletion of Mixed Use Overlay District (Section 4.6) – Adopted
- Registered Medical Marijuana Dispensaries (Section 4.13) – Adopted

Subsequent Town Meeting, November 10, 2014, One (1) zoning article includes the core changes to the zoning bylaw and sections that logically belong together. This will be subject to a single up or down vote.

- **Where noted below in bold, the old zoning bylaw will be deleted and the new zoning bylaw will be inserted.**
- *As part of this article the remaining sections, shown in italics, will be renumbered only and put into the new bylaw format using the current wording.*

- *Use current wording - Purpose (Section 1)*
- **Delete Definitions (Old Section 2), Insert Definitions (New Section 2)**
- Establishment of Districts (Section 3) – adopted 9/29/14
- **Delete Administration (Old Section 7), Insert Administration (New Section 4)**
- **Delete Use Regulations (Old Section 4), Insert Use Regulations (New Section 5)**
- **Delete Intensity Regulations (Old Section 5), Insert Intensity Regulations (New Section 6)**
- **Delete Nonconforming Uses (Old Section 6.3) and Insert Nonconforming Uses and Structures (New Section 7)**
- *Use current wording – Sign Regulations (Old Section 6.2) Renumber (New Section 8)*
- *Use current wording – Parking (Old Section 6.1) Renumber (New Section 9)*
- *Use current wording – Overlay Districts (Old Section 4) Renumber (New section 10)*
- *Use current wording – Planned Development (Old Section 4.9, 4.10) Renumber (New Section 11)*
- **Delete Applicability (Old Section 8), Insert Applicability and Severability (New Section 12)**

Annual Town Meeting, April 28, 2015, Five (5) zoning articles anticipated:

- **Delete Purpose (Section 1) – new language to be proposed**
- **Delete Sign Regulations (Old Section 6.2), Insert Sign Regulations (New Section 8)**
- **Delete Parking (Old Section 6.1), Insert Parking (New Section 9)**
- **Delete Overlay Districts (Old Section 4), Insert Overlay Districts (New Section 10)**

- **Delete Planned Development (Old Section 4.9, 4.10), Insert Planned Development (New Section 11)**

Subsequent Town Meeting, November 9, 2015, One (1) zoning article anticipated:

- **Section 2 – centralize all definitions after Town Meeting has acted on all other zoning bylaw changes**

Summary

Two handouts related to Article 8 – separate from this Warrant Report - have been prepared and distributed to Town Meeting members:

- **Clean Copy of the proposed zoning bylaw** - If Town Meeting passes this Article as presented, this document will represent the new zoning bylaw. Any amendments made at Town Meeting would be supplemental. As a reminder, next April at Annual Town Meeting there will be more zoning work to do;
- **Detailed Translation Guide** – to assist with understanding the changes between the (**OLD**) current zoning bylaw and the (**NEW**) clean copy of the proposed zoning bylaw. If there are specific sections that Town Meeting members are interested in, this guide will help explain the public discussions and thought process behind any suggested changes. Next April a similar guide will be produced for the next set of zoning bylaw articles.

The following summary in the Warrant Report will provide a less-detailed overview of the changes that are before Subsequent Town Meeting under Article 8.

The first column describes the current (**OLD**) section of the bylaws that are under discussion, while the second column directs the reader to the proposed (**NEW**) location of these sections.

The third column describes the **STATUS** – the time frame for actions past and anticipated at the aforementioned group of four Town Meetings.

The final column **REVISIONS** briefly summarizes what is proposed to be changed. Again as a reminder, some of these proposed changes are scheduled for future Town Meetings in 2015 – as described above, *these future changes are shown in italics*.

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Purpose (Section 1)	Authority and Purpose (Section 1)	<p>Not Approved Special Town Meeting (9/29/14) Article 9</p> <hr/> <p>Pending - future Annual Town Meeting (4/28/15)</p>	<hr/> <ul style="list-style-type: none"> • <i>Pending more community dialogue</i>
Definitions (Section 2)	Definitions (Section 2)	<p>Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Core definitions updated</p> <hr/> <p>Pending - future November 2015 Town Meeting</p>	<ul style="list-style-type: none"> • More definitions and updated terms • Definitions are better organized and centralized • Contemporary definitions replace obsolete ones • Graphics have been added to clarify terms • Core definitions located in Section 2 • Definitions with limited applicability are in respective sections <hr/> <ul style="list-style-type: none"> • <i>Centralize all definitions once all Sections approved by Town Meeting</i>
Establishment of Districts (Section 3)	Establishment of Districts (Section 3)	Approved Special Town Meeting (9/29/14) Article 10	<ul style="list-style-type: none"> • Deleted Wetlands Protection and Mixed Use Overlay Districts • The Wetlands Protection District Overlay has become obsolete; replaced by the State Wetland Protection Act and the Local Wetland Protection Bylaw. The Conservation Commission voted to approve this change. • The Mixed Use Overlay district has never been used; replaced by the Downtown Smart Growth District. • The reference to the FIRM map was corrected. Clarified how to interpret zoning for lots in two districts.
Use Regulations (Section 4)	Use Regulations (Section 5)	<p>Approved (Partial)* Special Town Meeting (9/29/14) Article 13</p> <p>*NOTE: The updates related to regulating Registered Medical Marijuana Dispensaries were approved by 9/29/14 Town Meeting</p>	<ul style="list-style-type: none"> • Registered Medical Marijuana Dispensaries are zoned for the Industrial District (with input from RCASA and the RPD) and moved to the new Section 5

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Use Regulations (Section 4 – continued)	Use Regulations (Section 5)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Modernize, Simplify and Make Changes to new Section 5	<ul style="list-style-type: none"> • Reorganized over 100 pages of scattered provisions into a more easily understood set of requirements; • Two Tables of Uses have been developed. • Updated and clarified language for Adult Uses • Separated out uses by Special Permit to new subsection • Principal uses and their application have been evaluated to ensure the use meets the intent of each district. • Streamlined the special permit process designating CPDC as the board for both special permits and site plan review eliminating the need to apply to two separate boards. • Updated requirements for Accessory Uses. • Added a new Accessory Buildings and Structures section. • Clarified requirements and added new provisions for Accessory Apartments. • Carriage House regulations have been streamlined into the requirements for Accessory Apartments (with input from the Reading Historical Commission). • Uses and activities requiring Site Plan Review are reformatted for convenience and clarity. • No change to the Site Plan Review thresholds • Application requirements are handled in the regulations so that the zoning bylaw is streamlined. • Updated Section on Nursing Homes/Assisted Living Facilities <p><i>Note: Site Plan Review and Permit Process Changes– Moved to Administration (NEW Section 4)</i></p>

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Floodplain Overlay District (Section 4.4)	Floodplain Overlay District (Section 10.1)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> No substantive changes made Minor changes to clarify language.
Wetlands Protection District (Section 4.5)	DELETED	Approved Special Town Meeting (9/29/14) Article 11	<ul style="list-style-type: none"> Removed – not needed
Mixed Use Overlay District (Section 4.6)	DELETED	Approved Special Town Meeting (9/29/14) Article 12	<ul style="list-style-type: none"> Removed– not needed
Municipal Reuse District (Section 4.7)	Municipal Reuse District (Section 10.2)	Pending- now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> Change the Special Permit Granting Authority to the CPDC rather than the Zoning Board of Appeals.
Aquifer Protection District (Section 4.8)	Aquifer Protection District (Section 10.3)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> Modify definition of Impervious Area to be more flexible Update to allow for more streamlined review of Boundary Disputes by the Town Engineer. Add provision for lots within two districts and provide more detail and clarity for recharge requirements for lots occupied by Single and Two-Family residences.

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Planned Unit Development (Section 4.9)	Planned Unit Development (Section 11.1)	<p>Pending - now <u>Subsequent Town Meeting (11/10/14)</u> Article 8 Renumber only – no wording changes</p> <hr/> <p>Pending - future Annual Town Meeting (4/28/15)</p>	<hr/> <ul style="list-style-type: none"> • <i>Reorganize the section to ease administration and make the process user friendly.</i> • <i>Delete an "Alternative Procedure" for Application which was complex and challenging.</i> • <i>Clarify Parking and Signage requirements and make them consistent with other Sections of the bylaw.</i> • <i>Move "Allowed Uses" into a table rather than text.</i>
Planned Residential Development (Section 4.10)	Planned Residential Development (Section 11.2)	<p>Pending - now <u>Subsequent Town Meeting (11/10/14)</u> Article 8 Renumber only – no wording changes</p> <hr/> <p>Pending - future Annual Town Meeting (4/28/15)</p>	<hr/> <ul style="list-style-type: none"> • <i>Update language to make requirements more user-friendly and easier to understand.</i> • <i>Clarify the allowed uses by reference to the Table of Uses. Reorganize sections.</i> • <i>Clarify the formula for residential density and open space restriction</i>
Gateway Smart Growth District (GSGD) (Section 4.11)	Gateway Smart Growth District (GSGD) (Section 10.4)	<p>Pending - now <u>Subsequent Town Meeting (11/10/14)</u> Article 8 Renumber only – no wording changes</p> <hr/> <p>Pending - future Annual Town Meeting (4/28/15)</p>	<hr/> <ul style="list-style-type: none"> • <i>No substantive changes made</i> • <i>Minor changes to clarify language or to be consistent with other Sections in bylaw</i>

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Downtown Smart Growth District (DSGD) (Section 4.12)	Downtown Smart Growth District (DSGD) (Section 10.4)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> • <i>No substantive changes made</i> • <i>Minor changes to clarify language or to be consistent with other Sections in bylaw</i>
Intensity Regulations (Section 5)	Intensity Regulations (Section 6)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Modernize, Simplify	<ul style="list-style-type: none"> • No Major Changes • Reorganized the dimensional controls to be more modern and easier to understand • Added landscaping standards
General Provisions (Section 6)	See Below	See Below	See Below
Parking (Section 6.1)	Off Street Parking and Loading (Section 9)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - Future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> • <i>No substantive changes made.</i> • <i>Clarify parking provisions are and additional principal uses added into the parking table.</i> • <i>A more tailored set of parking and loading requirements based on the use and for clarification.</i>
Signs (Section 6.2)	Signs (Section 8)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Renumber only – no wording changes <hr/> Pending - future Annual Town Meeting (4/28/15)	<hr/> <ul style="list-style-type: none"> • <i>Modify and update the language, with provisions consolidated for greater clarity</i> • <i>Add tables where large amount of text made navigating difficult.</i> • <i>Include graphics/pictures to assist with identification of sign types</i>

OLD ZONING BYLAW SECTION	NEW ZONING BYLAW SECTION	STATUS	REVISIONS
Nonconforming (Section 6.3)	Nonconforming Uses and Structures (Section 7)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u>	<ul style="list-style-type: none"> • A nonconforming use such as a single family home in the downtown (Business B) can make modifications (like building a deck) without the need to go to the ZBA provided they meet the dimensional requirements. • Streamlined so that simple projects, routinely approved Special Permits from the ZBA, are subject to staff reviews only. Clarified vague language including what triggers a special permit. • New provision to protect underdeveloped lots (single and two family homes)
Administration (Section 7)	Administration (Section 4)	Pending- now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Modernize, Simplify	<ul style="list-style-type: none"> • Reorganized so that the administration of zoning, permitting and review processes are clearly stated up front • Administration is modified and updated.
Applicability (Section 8) (including Invalidity and 9.0 Adoption and Amendment)	Applicability and Severability (Section 12)	Pending - now <u>Subsequent Town Meeting (11/10/14)</u> <u>Article 8</u> Modernize, Simplify	<ul style="list-style-type: none"> • Language was streamlined leaving only the severability language to be applied to the bylaw.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee report is Pending further review, and will be delivered to Town Meeting when the Article is presented.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted 5-0-0 to support this Article.

***Community Planning & Development Commission Report:** The CPDC report is pending further review, and will be delivered to Town Meeting when the Article is presented.

***Zoning Board of Appeals Report:** The Zoning Board of Appeals at their meeting on October 16, 2014 voted 4-1-0 to support this Article.

ARTICLE 9

To see if the Town will vote to amend the General Bylaws by:

- (a) Striking section 7.3.3 thereof in its entirety and inserting, in place thereof, the following:

7.3.3 District

The District shall consist of two areas as shown in Appendix A-1 and Appendix A-2.

- (b) Amending section 7.3.4.2 thereof by striking the words "one or two property owners from the District area" and inserting, in place thereof, the words "one or two owners of property located within a District area."
- (c) Amending the Appendix A thereof by re-designating it as Appendix A-1 and inserting the word "Area" at the end of the title thereof.
- (d) Inserting a new Appendix A-2, to be titled "Summer Avenue Historic District Area," and containing a map, titled "Summer Avenue Historic District Area," a copy of which is available for inspection in the Office of the Town Clerk.

or take any other action with respect thereto.

West Street Historic District Commission

Background: As the sponsor of a Town Meeting Article that would create a Local Historic District on Summer Avenue, the West Street Historic District Commission would like to offer the following introductory information to you. Please feel free to contact a Commission member if you would like additional information, or you can visit the West Street Historic District Commission's page on the town website for further information, including a map and the Preliminary Report.

What is a Local Historic District?

A Local Historic District is a preservation tool, established and administered at the local level, to protect the distinctive characteristics of a neighborhood and to encourage new design that is compatible with the existing area and setting.

Other historic designations do not offer the level of protection of a Local Historic District. For example, a National Register designation offers NO protection to a property; and inclusion on the Town's inventory of historic structures cannot protect a structure, except to delay its demolition by 6 months. Of the 25 properties proposed to be included in the Summer Avenue LHD, there are 10 structures on the Town's Historical and Architectural Inventory, of which 5 that are recognized as National Register properties. A Local Historic District would give them the protection they deserve.

Under what authority is an LHD established?

Local Historic Districts are established under the Historic Districts Act (Massachusetts General Laws Chapter 40C), which empowers municipalities to adopt a bylaw and to create multiple Districts under the bylaw.

Reading passed the Local Historic District bylaw and created its first LHD, the West Street Historic District, in 2005. At that time, it was expected that other LHDs would be established over time to benefit and protect the unique character of additional neighborhoods. While there are a number of areas and neighborhoods to be considered as potential Local Historic Districts in Reading, the subject of this Town Meeting article is the proposed creation of a Summer Avenue Local Historic District.

Who administers a Local Historic District after it is established?

A Local Historic District Commission (LHDC) reviews all applications by owners within the district and the Commission determines whether a Certificate of Non-Applicability, a Certificate of Appropriateness, or disapproval will be issued to indicate its decision of a proposed exterior alteration prior to work being done.

It is likely that Reading will have one Local Historic District Commission that will oversee both the West St and the Summer Ave LHDs.

What protection does an LHD offer to the properties within its boundary?

The design review process assures that changes to properties will not detract from the District's historic character. All exterior changes that are visible from a public way, including demolition, are subject to review by the LHDC, however there is a list of alterations for which the commission may issue a Certificate of Non-Applicability, including: paint color, roofing material color, mailboxes, flagpoles, window boxes, gutters, house numbers, storm windows, screens, shutters, window air conditioners, terraces, walks, driveways, and more. In addition, the LHD does not have any control over the use of the properties within the District.

What is the process for creating a new District?

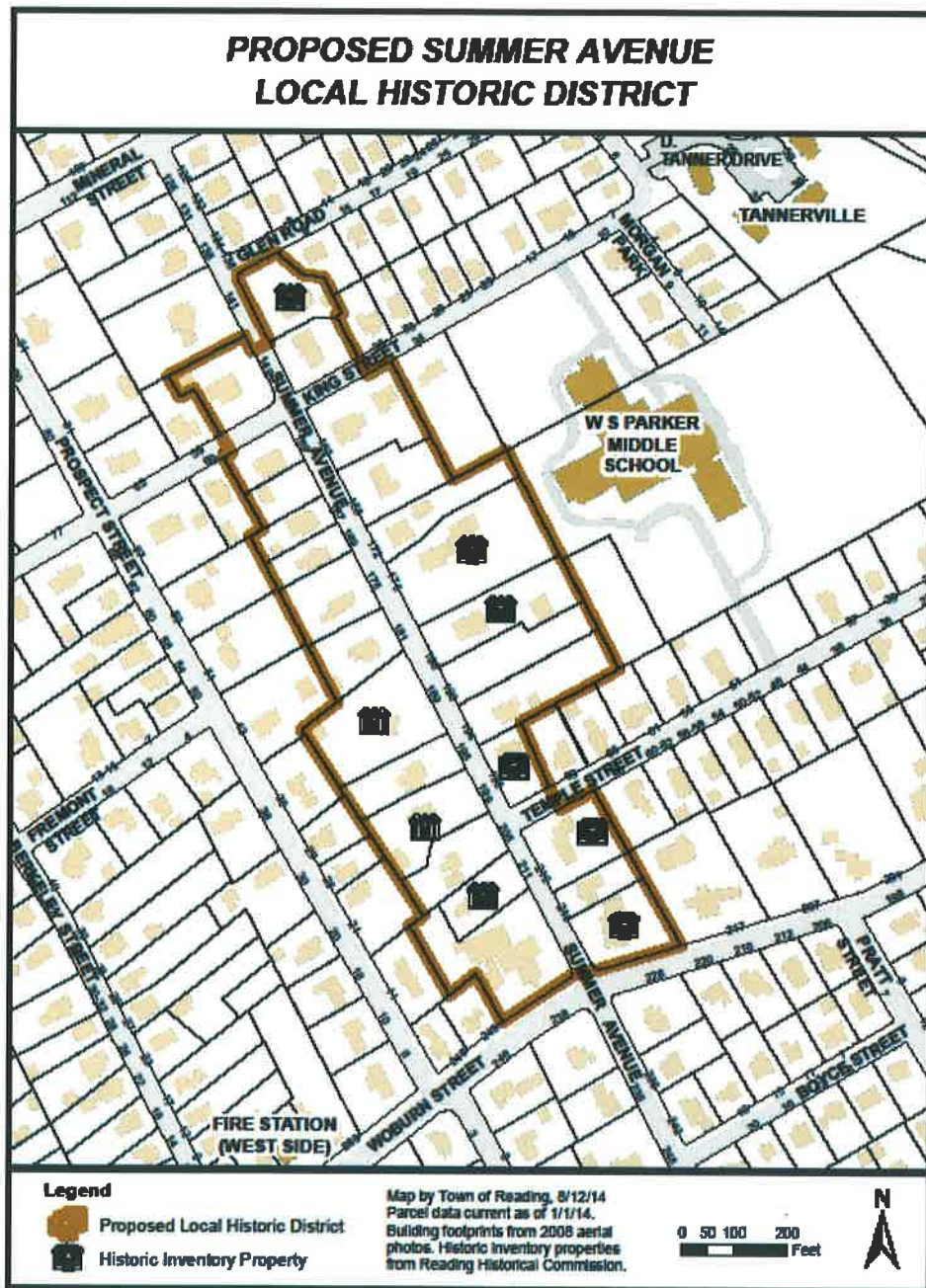
(i) In a town that already has an LHD, the existing Local Historic District Commission is responsible for preparing a Preliminary Report for local and state review.

The West Street Historic District Commission submitted its Preliminary Report for the Summer Avenue Local Historic District to the State (Mass Historical Commission) and to the Town's planning commission (CPDC) on August 25, 2014.

(ii) The District Commission is also responsible for educating the property owners in the proposed District regarding the potential impact to them of the new guidelines and review process. In September, the Commission mailed information to homeowners and also held a public "Info Session" and Q&A at the Pleasant St/Senior Center.

(iii) A public hearing is required to be held 60 days or more after the submission of the Preliminary Report. That hearing is scheduled to be held October 27, 2014 at the Pleasant Street/Senior Center.

(iv) The next step is Town Meeting approval of the new Local Historic District. A 2/3 vote is required.



How does a Local Historic District benefit a community?

Local Historic Districts add value to a community because they offer protection to historic resources and settings.

The Town's 2005 Master Plan calls on the Historical Commission to, "protect buildings of historical significance and establish Local Historic Districts where appropriate, as part of the

value the Town puts into its architectural heritage and character.” This portion of Summer Avenue, containing several National Register properties, has long been a candidate to become a Local Historic District, and has been discussed by the related Commissions since 2007. Like many communities, Reading is vulnerable to state and federal regulations which often override local zoning; the potential for loss under these conditions is persistent and growing, and it is important for the community to protect its own resources from external forces.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 4-0-0 at their meeting on October 21, 2014.

ARTICLE 10 To see if the Town will vote to amend the General Bylaws by amending section 8.9.1 thereof by striking the words “nor to the rights and privileges of an owner or lessee of land as set forth in MGL Chapter 131 relative to hunting and sporting” as shown below:

8.9.1 FIREARMS

No person shall fire or discharge any fireworks, firearms, cannon or explosives of any kind on or within the limits of any street, highway, park or other public property except with the written permission of the Board of Selectmen or its designee, or on any private property except with the written consent of the owner or legal occupant thereof and the written permission of the Board of Selectmen or its designee; provided, however, that this bylaw shall not apply to the lawful defense of life or property, nor to any law enforcement officer acting in the discharge of his duties, nor to the use of such weapon at any military exercises or any established rifle range, ~~nor to the rights and privileges of an owner or lessee of land as set forth in MGL Chapter 131 relative to hunting and sporting.~~

or take any other action with respect thereto.

Board of Selectmen

Background: In mid-July 2014 residents at a home near Timberneck Swamp contacted the Town Manager and Board of Selectmen and expressed a desire to prohibit hunting on a private piece of land in the middle of the nearby swamp. Public Safety and Conservation officials met to discuss and then met with the residents in early August. The same residents had previously reported ‘shots fired’, but no evidence has ever been found. Neighbors were interviewed and some mentioned that echoes from the nearby rifle range could sometimes be heard in the area.

When the Board met to close this Town Meeting Warrant, two Selectmen (the minimum needed per the Charter) indicated a desire to include the Article despite the fact no public discussion had yet occurred, as there would be ample time to do so before Town Meeting met. They directed the Town Manager to research the situation and provide context for the proposed bylaw change. The residents admitted that the Article would be very unlikely to solve their issue, but they believed it was dangerous to allow guns in the area and wished it to go to Town Meeting.

At a subsequent Board of Selectmen meeting, the Town Manager then presented the Board with a list of about forty properties in Town that would be affected by this proposed change to the bylaw. At that point the Board unanimously agreed to establish a public process to debate the issue, which would include notification of all affected property owners, and depending on the

results they may bring the Article forth at a future Town Meeting. The Board therefore desires to Indefinitely Postpone the Article in November.

Finance Committee Report: No report.

Bylaw Committee Report: The Bylaw Committee recommends this Article by a vote of 0-1-3 at their meeting on October 21, 2014. All members believed that there was incomplete information on the impact of this change; one member interpreted that fact as sufficient cause for a negative vote.

***Board of Selectmen Report:** The Board of Selectmen at their meeting on October 14, 2014 voted 0-5-0 to support this Article, as described in the Background section above.

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 10, 2014, or providing in a manner such as electronic submission, holding for pickup or mailing, an attested copy of said Warrant to each Town Meeting Member.

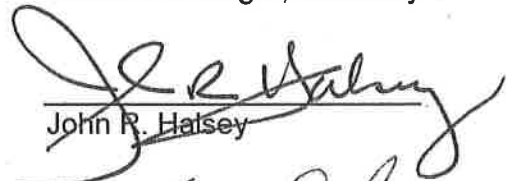
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

Given under our hands this 23th day of September, 2014.


John Arena, Chairman


Marsie K. West, Vice Chairman


Daniel Ensminger, Secretary


John R. Halsey


Kevin Sexton


Tonya Amico, Constable

SELECTMEN OF READING

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Summary												
Schools - General	749,000	75,000	-	-	75,000	-	75,000	-	75,000	-	75,000	375,000
Buildings - Schools	210,500	1,165,000	286,000	271,000	78,000	1,499,000	675,000	26,000	60,000	-	-	4,060,000
Buildings - Municipal	112,000	211,000	514,000	320,000	39,000	-	-	-	75,000	-	-	1,159,000
Administrative Services	105,000	107,000	72,000	100,000	-	100,000	-	100,000	-	100,000	-	579,000
Community Services & Recreation	343,000	229,000	52,000	45,000	1,409,500	974,000	1,324,800	849,000	824,000	359,000	359,000	6,425,400
Finance	-	-	-	-	-	-	-	-	-	-	-	-
Public Library	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Public Safety - Fire	156,000	-	657,000	326,500	160,600	201,000	849,000	339,000	-	-	210,000	2,743,100
Public Safety - Police	110,000	-	35,000	55,000	-	10,000	37,500	35,000	-	440,000	-	612,500
Public Works - Equipment	420,000	680,000	400,400	381,700	677,300	345,100	300,000	204,600	185,000	186,000	160,000	3,520,100
Public Works - Parks & Cemetery	-	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	375,000
Public Works - Roads	882,000	540,000	600,000	650,000	700,000	750,000	850,000	900,000	950,000	1,000,000	1,050,000	7,990,000
TOTAL CAPITAL REQUESTS	3,087,500	3,032,000	2,666,400	2,174,200	3,199,500	3,914,100	4,171,300	2,488,600	2,229,000	2,120,000	1,914,000	27,909,100
FINCOM policy: debt + capital	3,844,506	3,958,083	4,071,435	4,194,946	4,231,440	4,358,383	4,489,135	4,623,809	4,762,523	4,905,399	5,052,561	44,647,713
+ Allowance for energy savings	200,000	-	-	-	-	-	-	-	-	-	-	-
- Net Included Debt	1,640,427	1,551,595	1,744,859	2,475,811	2,351,776	1,967,794	1,559,875	1,487,594	820,119	691,025	666,381	15,316,829
FINCOM Target Capital Funding	2,404,079	2,406,488	2,326,576	1,719,135	1,879,664	2,390,589	2,929,260	3,136,215	3,942,404	4,214,374	4,386,180	29,330,884
Original Funding Voted or Proposed	1,841,000	2,042,000	2,300,000	1,700,000	1,875,000	2,375,000	2,900,000	3,125,000	3,925,000	4,200,000	4,375,000	28,817,000
Additional Funding Sept TM	-	266,000	-	-	-	-	-	-	-	-	-	724,000
Additional Funding Nov TM	257,500	-	-	-	-	-	-	-	-	-	-	-
Additional Funding Jan TM	200,000	-	-	-	-	-	-	-	-	-	-	-
Additional Funding April TM	532,000	-	-	-	-	-	-	-	-	-	-	-
Additional Funding 40R	257,000	-	-	-	-	-	-	-	-	-	-	-
TOTAL CAPITAL REQUESTS	3,087,500	3,032,000	2,666,400	2,174,200	3,199,500	3,914,100	4,171,300	2,488,600	2,229,000	2,120,000	1,914,000	27,909,100
Annual Surplus (Deficit)	-	-	(366,400)	(474,200)	(1,324,500)	(1,539,100)	(1,271,300)	636,400	1,696,000	2,080,000	2,461,000	-
Cumulative Surplus (Deficit)	-	-	(366,400)	(840,600)	(2,165,100)	(3,704,200)	(4,975,500)	(4,339,100)	(2,643,100)	(563,100)	1,897,900	-
General Fund	1,641,000	1,892,000	2,200,000	1,700,000	1,875,000	2,375,000	2,900,000	3,125,000	3,925,000	4,200,000	-	24,192,000

Capital Plan FY15-24
Town of Reading

10/18/2014 15:20		FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Schools - General		749,000	75,000	-	-	75,000	-	75,000	-	75,000	-	75,000	375,000
Technology-large scale projects		200,000	75,000			75,000		75,000		75,000		75,000	375,000
Electrician Van Ford E350 Econoline		32,000											-
Food Service Van Ford E350		32,000											-
Buildings - Schools (Total)		210,500	1,165,000	286,000	271,000	78,000	1,499,000	675,000	26,000	60,000	-	-	4,060,000
Buildings - Schools (Energy)		67,500	66,000	60,000	42,000	-	15,000	25,000	26,000	60,000	-	-	294,000
Buildings - Schools (non Energy)		143,000	1,099,000	226,000	229,000	78,000	1,484,000	650,000	-	-	-	-	3,766,000
Energy (Performance Contracting)	Sch	Debt	Debt										-
Electrical Systems	Sch	15,000	-	-	-	-	-	-	-	20,000	-	-	20,000
HVAC/Energy Mgmt Systems	Sch	12,000	12,000	50,000	42,000	-	15,000	25,000	26,000	-	-	-	170,000
Windows & Doors	Sch	40,500	-	10,000	-	-	-	-	-	-	-	-	10,000
Generators	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Technology Infrastructure	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Water Heater	Sch	-	54,000	-	-	-	-	-	-	40,000	-	-	94,000
ADA Compliance	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Ceilings	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Classroom Furniture	Sch	12,000	-	-	-	14,000	-	-	-	-	-	-	14,000
Compressors	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarms	Sch	-	-	-	110,000	-	-	-	-	-	-	-	110,000
Cafeteria Equip. & Furniture	Sch	18,000	-	-	-	-	-	-	-	-	-	-	-
Plumbing	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Sch	65,000	126,000	164,000	119,000	64,000	15,000	-	-	-	-	-	488,000
Roofing	Sch	-	925,000	-	-	-	1,469,000	650,000	-	-	-	-	3,044,000
Security System	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	Sch	-	-	-	-	-	-	-	-	-	-	-	-
Other	Sch	48,000	48,000	62,000	-	-	-	-	-	-	-	-	110,000

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20		FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Buildings - Municipal		112,000	211,000	514,000	320,000	39,000	-	-	-	75,000	-	-	1,159,000
Buildings - Muni (Energy)		22,000	121,000	120,000	20,000	39,000	-	-	-	75,000	-	-	375,000
Buildings - Muni (non Energy)		90,000	90,000	394,000	300,000	-	-	-	-	-	-	-	784,000
Energy (Performance Contracting)		Debt	Debt										-
Electrical Systems	Mun	-	-	-	-	-	-	-	-	-	-	-	-
HVAC/Energy Mgmt Systems	Mun	-	71,000	20,000	20,000	15,000	-	-	-	-	-	-	126,000
Windows & Doors	Mun	22,000	-	-	-	24,000	-	-	-	-	-	-	24,000
Generator	Mun	-	50,000	-	-	-	-	-	-	60,000	-	-	110,000
Technology Infrastructure	Mun	-	-	100,000	-	-	-	-	-	-	-	-	100,000
Water Heater	Mun	-	-	-	-	-	-	-	-	15,000	-	-	15,000
ADA Compliance	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Ceiling	Mun	-	10,000	-	-	-	-	-	-	-	-	-	10,000
Furniture	Mun	15,000	-	-	-	-	-	-	-	-	-	-	-
Compressor	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Fire Alarm	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Kitchen/Cafeteria	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Plumbing	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Capet/Flooring	Mun	10,000	-	-	-	-	-	-	-	-	-	-	-
Roofing	Mun	-	-	394,000	300,000	-	-	-	-	-	-	-	694,000
Security System	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Fire Suppression System	Mun	-	-	-	-	-	-	-	-	-	-	-	-
Other (Town Hall '15)	Mun	65,000	80,000	-	-	-	-	-	-	-	-	-	80,000

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Administrative Services	105,000	107,000	72,000	100,000	-	100,000	-	100,000	-	100,000	-	579,000
Election equipment			72,000									72,000
Technology - GIS regional Flyover Project	45,000											-
Technology - large scale projects	60,000	107,000		100,000		100,000		100,000		100,000		507,000
Community Services & Recreation	343,000	229,000	52,000	45,000	1,409,600	974,000	1,324,800	849,000	824,000	359,000	359,000	6,425,400
Elder/Human Services van		14,000										14,000
Recreation	343,000	215,000	52,000	45,000	1,409,600	974,000	1,324,800	849,000	824,000	359,000	359,000	6,411,400
Safety nets for tennis courts	15,000											-
Artificial Turf @RMHS (replace)					500,000	500,000						1,000,000
Artificial Turf@Parker MS (replace)								500,000				500,000
Artificial Turf @Coolidge MS (new)							600,000					600,000
Reconstruct Playgrounds Program	45,000	15,000	15,000	45,000	15,000	15,000	15,000	15,000	15,000	25,000	25,000	200,000
Memorial Park \$650k grant in FY10	Birch Meadow	BM/ADA	JE/ADA	Hunt Park								-
	30,000											-
	skating lights											-
Birch Meadow Complex = \$2,338 mil					334,000	334,000	334,000	334,000	334,000	334,000	334,000	2,338,000
BB & Multi Courts \$230k; Morton Field \$110k; Pavilion \$500k; \$20k batting cage												-
\$150k tennis lights; \$1 mil field paths; \$78k st/lot backstops; \$150k softball lights												-
Washington Park \$586k	129,000				233,000	backstop	100,000	paths				333,000
(also playground in FY10&FY19)	124,000					& shift field						-
Symonds Way \$150k								backstop	150,000			150,000
Hunt Park \$125k						125,000						125,000
(also playground in FY14)						backstop						-
Sturges Park \$180.8k							63,800	tennis ct				63,800
(also playground in FY13&FY22)							80,000	basketball ct				80,000
regrade drainage issues					125,000		37,000	backstop				162,000
Killam \$200k		200,000	field improvements & drainage									200,000
Joshua Eaton \$37k			37,000	backstop								37,000
Barrows \$297.6k					124,500	tennis ct	95,000	backstop				219,500
(also playground in FY09&FY18)					78,100	basketball ct		& infield				78,100
Wood End \$325k									325,000			325,000
(also playgrounds in FY15 & FY16)									field			-
Finance												-
Library					10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Equipment (defer for renovation)					10,000	10,000	10,000	10,000	10,000	10,000	10,000	70,000
Renovation (\$18.4mil project \$13.3m debt exclusion)												-

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Public Safety - Fire	156,000	-	657,000	326,500	160,600	201,000	849,000	339,000	-	210,000	2,743,100	
Pumper Eng #1(2010-\$525k; next FY30)	Debt	Debt										
Pumper Eng #2(2007-\$410k; next FY25)												
Pumper Eng #3(1995: est \$630k FY16)			630,000									630,000
Pumper Eng #4(2001: est \$804k FY20)							804,000					804,000
Ladder Trk #1(2008: \$800k, next FY27)	Debt	Debt	Debt	Debt	Debt			294,000				294,000
Ambulance #1 (2010 - 10 yrs)												275,000
Ambulance #2 (2006 - 10yrs)			275,000									41,500
Passenger Car#1 (2005 - 10yrs)			41,500									45,000
Passenger Car#2 (1997 - 10yrs)								45,000				45,600
Pickup Truck #3 (2006 - 12yrs)					45,600							70,000
Alarm Truck (1994 - 16yrs)					70,000							27,000
ALS Defibrillator (2006 - 5yrs)			27,000									21,000
BLS-AED (2004 - 8yrs)						21,000						45,000
Rescue Tool(2006 - 12yrs)				10,000	45,000							10,000
Breathing Air Bottles												45,000
Thermal Imaging (2010 - 10yrs)												65,000
Fire Hose	20,000					30,000	45,000			35,000		325,000
Turnout Gear (2008 - 5yrs)	136,000					150,000				175,000		612,500
Public Safety - Police/Dispatch	110,000	-	35,000	55,000	-	10,000	37,500	35,000	440,000	-	10,000	
Handguns & Associated Leather (Police)						10,000						
DVR video technology (Dispatch)	30,000											
PEO/ACO multipurpose van	25,000											112,500
Police Admin Vehicle				35,000			37,500	35,000		40,000		70,000
Vehicle Video Integration			35,000									
Speed Trailers (radar & message)	55,000											
Radios (Police & Fire 2010 - 12yrs)										400,000		400,000
AEDs				20,000								20,000

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20		FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Public Works - Equipment		420,000	680,000	400,400	381,700	677,300	345,100	300,000	204,600	185,000	186,000	160,000	3,520,100
Large Trucks	Life	115,000	127,000	284,000	60,000	179,000	-	-	-	140,000	136,000	-	926,000
Truck #4 - Sander (2001)	15	115,000											-
Truck #8 - 10 wheeler (2000)	15			220,000									220,000
Truck #9 - Sander (2004)	15										136,000		136,000
Truck #19 - Sander (1987)	15									140,000			140,000
Dump Truck C3 (1999)	10				60,000								60,000
Truck #10 (1996)	15					115,000							115,000
Truck #22			127,000										127,000
Dump truck #12 Parks (1997)	15			64,000									64,000
Dump truck #24 Parks (2000)	15					64,000							64,000
Pick-ups/Cars/Vans		105,000	50,000	34,000	36,500	39,500	166,100	-	50,000	45,000	50,000	50,000	521,100
Pickup Ford Utility #H11 (1997)	10	50,000											-
Pickup Chevy #9 Parks (1986)	10										50,000		50,000
Pickup Ford Utility #C1 (1997)	10	55,000											-
Pickup Ford #2 Parks (1997)	10		50,000										50,000
Pickup Chevy Utility #1 (2008)	10						85,000						85,000
Pickup Ford Utility #4 (1997)	10								50,000			50,000	50,000
Pickup Ford Utility #7 (1997)	10												50,000
HV3 Ford Van (1995)	10				36,500								36,500
HV4 Ford Van (1995)	10					39,500							39,500
HV5 Ford Van COA (2003)	10						48,700						48,700
Car#2 Ford Sedan (2007)	10			34,000									34,000
Car#3 Ford Escape HYBRID (2008)	10									45,000			45,000
Cem. #4 Ford Sedan (1993)	10						32,400						32,400
Backhoes/Loaders/Heavy Equipment		-	-	32,400	-	200,000	96,000	180,000	-	-	-	-	508,400
Backhoe Loader (Cem.) (2008)	10						96,000						96,000
Loader JD 624G (2007)	10					200,000							200,000
Loader JD433 (2009)	10							180,000					180,000
Bobcat Loader 743 (1987)	10			32,400									32,400
Specialty Equipment - Heavy Duty		200,000	295,000	-	125,000	135,000	-	-	111,000	-	-	-	666,000
Roller - Ferguson 46A (1988)	15	60,000											-
Screeners (1994)	15					135,000							135,000
Pavement Lesboy Sprd (1996)	10		145,000										145,000
Sidewalk Snow Plow #3(2008)	10								111,000				111,000
Snow Plow #2 C9700 (1997)	10	140,000											-

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20		FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
Snow Holder #3 c242 (2008)			150,000										150,000
Snow - Bombardier #1 (1993)	10				125,000								125,000
Specialty Equipment - Light Duty			30,000		142,000	106,300	42,000	-	43,600	-	-	-	363,900
HW Comp2 INT Compr (1996)	10					26,800							26,800
300L Lebot (Roller) (1998)	10					40,000							40,000
1CH Woodsman Chipper (2004)	10				120,000								120,000
1GV Leaf Vac (1999)	10					39,500							39,500
2GV Leaf Vac (2000)	10								43,600				43,600
SmithCo 60" Sweeper (1999)	10						42,000						42,000
FMC Truck Mount Sprayer 500gal			30,000										30,000
SmithCo 13-550 Infield (1994)	7				22,000								22,000
Lawnmowers		-	98,000	-	18,200	17,500	41,000	120,000	-	-	-	110,000	404,700
Mower (Cem.) SKAG 72" (1998)	4						22,000						22,000
Mower (Cem.) SKAG 61" (1999)	4				18,200								18,200
Mower (Parks) TORO Gang (1996)	8		98,000									110,000	208,000
Mower (Cem.) SKAG 52" (1995)	4						19,000						19,000
Mower (Parks) SKAG 52" (2008)	4					17,500							17,500
Mower - TORO Gang (2008)	6							120,000					120,000
Engineering Equipment/Services		-	80,000	50,000									130,000
Traffic Controls				50,000									50,000
Fuel Management System		-	80,000	-	-	-	-	-	-	-	-	-	80,000

Capital Plan FY15-24

Town of Reading

10/18/2014 15:20	FY-2014	FY-2015	FY-2016	FY-2017	FY-2018	FY-2019	FY-2020	FY-2021	FY-2022	FY-2023	FY-2024	FY15-24
DPW: Parks & Cemetery	-	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	25,000	50,000	375,000
Fence Replacement		25,000		25,000		25,000		25,000		25,000		125,000
Parking Lot Improvements			50,000		50,000		50,000		50,000		50,000	250,000
Cold storage building - \$1.5mil (debt FY17-21)				Debt	Debt	Debt	Debt	Debt				-
Cem garage - \$1.5mil (debt FY17-21)				Debt	Debt	Debt	Debt	Debt				-
DPW: Roads												
Sidewalk/Curb/Ped. Safety	70,000	90,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	765,000
Additional Curb/Sidewalk	50,000											-
Skim Coating & Crack Seal Patch	100,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	750,000
Downtown Improve I (\$650k 10yr bond)	Debt	Debt	Debt	Debt	Debt	Debt						-
West Street - Local shr (\$1.3mil debt + surplus debt)			450,000	500,000	550,000	600,000	700,000	750,000	800,000	850,000	900,000	6,475,000
General Fund - various roads	455,000	375,000										
Additional Street projects	40R	207,000										-
TOTAL GENERAL FUND VOTED	882,000	540,000	600,000	650,000	700,000	750,000	850,000	900,000	950,000	1,000,000	1,050,000	7,990,000
Grants - various roads	606,342	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,000,000
Grants - West Street	7,500,000											-
TOTAL ROAD CAPITAL	8,988,342	1,140,000	1,200,000	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	13,990,000
Funding Sources Summary												
*General Fund Budget - various roads	575,000	600,000	650,000	700,000	750,000	800,000	850,000	900,000	950,000	1,000,000	1,050,000	8,250,000
Additional Funding Voted												-
Additional Funding Proposed	40R	257,000										-
Permits Revolving Fund												-
Chapter 90 Grants - various roads	606,342	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	6,000,000
Grants - specific roads	7,500,000											-
TOTAL ROAD BUDGET	8,938,342	1,200,000	1,250,000	1,300,000	1,350,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000	14,250,000

CONDUCT OF TOWN MEETING

Reading's Town Meeting is conducted in accordance with the rules set down in Article 2 of the Charter and the General Bylaws. Although Town Meeting Time Third Edition is the basic source, a Town Meeting Member need only be familiar with what is contained in the Charter. These notes are intended to outline the major points all Town Meeting Members should know, and which by knowing will make Town Meeting more understandable.

Organization

- Town Meeting consists of 192 elected members, of which 97 constitute a quorum.
- There are two required sessions: The Annual Meeting in Spring which is primarily for fiscal matters and acceptance of the annual budget, and the Subsequent Meeting in November. Special Town Meetings may be called at any time that the need arises.
- There are three main committees which review certain Articles and advise Town Meeting of their recommendations:

Finance for all expenditures of funds,

Bylaw for all bylaw changes, and the

Community Planning and Development Commission for all zoning changes.

Their reports are given prior to discussing the motion.

General Rules Of Procedure

- The Meeting is conducted through the Warrant Articles which are presented (moved) as motions. Only one motion may be on the floor at a time; however, the motion may be amended. Often two or more Articles which address the same subject may be discussed together; however, only one is formally on the floor, and each when moved is acted upon individually. Note that the vote on one may influence the others.
- Members who wish to speak shall rise, state their name and precinct in order to be recognized.
- A Member may speak for ten (10) minutes but permission must be asked to exceed this limit.
- Seven (7) Members can question a vote and call for a standing count, and twenty (20) can ask for a roll call vote; however, a roll call vote is seldom used because of the time it takes.

Principal Motion Encountered At Town Meeting

The following motions are the principal ones used in most cases by Town Meeting to conduct its business. Experience shows that the Members should be familiar with these.

- **Adjourn:** Ends the sessions, can be moved at any time.
- **Recess:** Stops business for a short time, generally to resolve a procedural question or to obtain information.
- **Lay on the Table:** Stops debate with the intention generally of bringing the subject up again later. May also be used to defer action on an Article for which procedurally a negative vote is undesirable. Note that tabled motions die with adjournment.
- **Move the Previous Question:** Upon acceptance by a two-thirds (2/3) vote, stops all debate and brings the subject to a vote. This is generally the main motion, or the most recent

amendment, unless qualified by the mover. The reason for this as provided in Robert's Rules of Order is to allow for other amendments should they wish to be presented.

- **Amend:** Offers changes to the main motion. Must be in accordance with the motion and may not substantially alter the intent of the motion. In accordance with Robert's Rules of Order, only one primary and one secondary motion will be allowed on the floor at one time, unless specifically accepted by the Moderator.
- **Indefinitely Postpone:** Disposes of the Article without a yes or no vote.
- **Take from the Table:** Brings back a motion which was previously laid on the table.
- **Main Motion:** The means by which a subject is brought before the Meeting.

The Following Motions May Be Used By A Member For The Purpose Noted:

- **Question of Privilege:** Sometimes used to offer a resolution. Should not be used to "steal" the floor.
- **Point of Order:** To raise a question concerning the conduct of the Meeting.
- **Point of Information:** To ask for information relevant to the business at hand.

Multiple Motions Subsequent (Multiple) Motions

If the subsequent motion to be offered, as distinct from an amendment made during debate, includes material which has previously been put to a vote and defeated, it will be viewed by the Moderator as reconsideration and will not be accepted. If the subsequent motion contains distinctly new material which is within the scope of the Warrant Article, then it will be accepted. An example of this latter situation is successive line items of an omnibus budget moved as a block.

Subject To The Following Considerations

- The maker of any proposed multiple motion shall make their intent known, and the content of the motion to be offered shall be conveyed to the Moderator - prior to the initial calling of the Warrant Article.
- Once an affirmative vote has been taken on the motion then on the floor - no further subsequent alternative motions will be accepted. (Obviously does not apply to the budget, for example.)
- Also - There can only be one motion on the floor at any one time. You have the ability to offer amendments to the motion that is on the floor. You also have the ability to move for reconsideration.

Town Of Reading Bylaw - Article 2 Town Meeting

2.1 General

2.1.1 Date of Annual Town Election

The Annual Town Meeting shall be held on the third Tuesday preceding the fourth Monday in April of each year for the election of Town Officers and for such other matters as required by law to be determined by ballot. Notwithstanding the foregoing, the Board of Selectmen may schedule the commencement of the Annual Town Meeting for the same date designated as the date to hold any Federal or State election.

2.1.2 Hours of Election

The polls for the Annual Town Meeting shall be opened at 7:00 AM and shall remain open until 8:00 PM.

2.1.3 Annual Town Meeting Business Sessions

All business of the Annual Town Meeting, except the election of such Town officers and the determination of such matters are required by law to be elected or determined by ballot, shall be considered at an adjournment of such meeting to be held at 7:30 PM on the fourth Monday in April, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day or at a further adjournment thereof.

2.1.4 Subsequent Town Meeting

A Special Town Meeting called the Subsequent Town Meeting shall be held on the second Monday in November, except if this day shall fall on a legal holiday, in which case the meeting shall be held on the following day. The Subsequent Town Meeting shall consider and act on all business as may properly come before it except the adoption of the annual operating budget.

2.1.5 Adjourned Town Meeting Sessions

Adjourned sessions of every Annual Town Meeting after the first such adjourned session provided for in Section 2.1.3 of this Article and all sessions of every Subsequent Town Meeting, shall be held on the following Thursday at 7:30 PM and then on the following Monday at 7:30 PM, and on consecutive Mondays and Thursdays unless a resolution to adjourn to another time is adopted by a majority vote of Town Meeting Members present and voting.

2.1.6 Posting of the Warrant

The Board of Selectmen shall give notice of the Annual, Subsequent or any Special Town Meeting at least fourteen (14) days prior to the time of holding said meeting by causing an attested copy of the warrant calling the same to be posted in one (1) or more public places in each precinct of the Town, and either causing such attested copy to be published in a local newspaper or providing in a manner such as electronic submission, holding for pickup, or mailing, an attested copy of said warrant to each Town Meeting Member.

2.1.7 Closing of the Warrant

All Articles for the Annual Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the fifth (5th) Tuesday preceding the date of election of Town officers, unless this day is a holiday in which case the following day shall be substituted. All articles for the Subsequent Town Meeting shall be submitted to the Board of Selectmen not later than 8:00 PM on the seventh (7th) Tuesday preceding the Subsequent Town Meeting in which action is to be taken, unless this day is a holiday in which case the following day shall be substituted.

2.1.8 Delivery of the Warrant

The Board of Selectmen, after drawing a Warrant for a Town Meeting, shall immediately deliver a copy of such Warrant to each member of the Finance Committee, the Community Planning and Development Commission, the Bylaw Committee and the Moderator.

2.2 Conduct of Town Meeting

2.2.1 In the conduct of all Town Meetings, the following rules shall be observed

Rule 1 A majority of Town Meeting Members shall constitute a quorum for doing business.

- Rule 2** All articles on the warrant shall be taken up in the order of their arrangement in the warrant unless otherwise decided by a majority vote of the members present and voting.
- Rule 3** Prior to debate on each article in a warrant involving the expenditure of money, the Finance Committee shall advise Town Meeting as to its recommendations and the reasons therefore.
- Rule 4** Prior to a debate on each article in a warrant involving changes in the bylaw or Charter, petitions for a special act, or local acceptance by Town Meeting of a State statute, the Bylaw Committee shall advise Town Meeting as to its recommendations and reasons therefore.
- Rule 5** Every person shall stand when speaking as they are able, shall respectfully address the Moderator, shall not speak until recognized by the Moderator, shall state his name and precinct, shall confine himself to the question under debate and shall avoid all personalities.
- Rule 6** No person shall be privileged to speak or make a motion until after he has been recognized by the Moderator.
- Rule 7** No Town Meeting Member or other person shall speak on any question more than ten (10) minutes without first obtaining the permission of the meeting.
- Rule 8** Any non-Town Meeting Member may speak at a Town Meeting having first identified himself to the Moderator. A proponent of an article may speak on such article only after first identifying himself to the Moderator and obtaining permission of Town Meeting to speak. No non-Town Meeting Member shall speak on any question more than five (5) minutes without first obtaining the permission of the Meeting. Non-Town Meeting Members shall be given the privilege of speaking at Town Meeting only after all Town Meeting Members who desire to speak upon the question under consideration have first been given an opportunity to do so.
- Rule 9** Members of official bodies and Town officials who are not Town Meeting Members shall have the same right to speak, but not to vote, as Town Meeting Members on all matters relating to their official bodies.
- Rule 10** No speaker at a Town Meeting shall be interrupted except by a Member making a point of order or privileged motion or by the Moderator.
- Rule 11** Any person having a monetary or equitable interest in any matter under discussion at a Town Meeting, and any person employed by another having such an interest, shall disclose the fact of his interest or his employer's interest before speaking thereon.
- Rule 12** The Moderator shall decide all questions of order subject to appeal to the meeting, the question on which appeal shall be taken before any other.
- Rule 13** When a question is put, the vote on all matters shall be taken by a show of hands, and the Moderator shall declare the vote as it appears to him. If the Moderator is unable to decide the vote by the show of hands, or if his decision is immediately questioned by seven (7) or more Members, or if the Moderator determines that a counted vote is required such as for a debt issue or Home Rule Petition, he shall determine the question by ordering a standing vote, and he

shall appoint tellers to make and return the count directly to him. On request of not less than twenty (20) members, a vote shall be taken by roll call.

Rule 14 All original main motions having to do with the expenditure of money shall be presented in writing, and all other motions shall be in writing if so directed by the Moderator.

Rule 15 No motion shall be received and put until it is seconded. No motion made and seconded shall be withdrawn if any Member objects. No amendment not relevant to the subject of the original motion shall be entertained.

Rule 16 When a question is under debate, no motion shall be in order except:

- to adjourn,
- to lay on the table or pass over,
- to postpone for a certain time,
- to commit,
- to amend,
- to postpone indefinitely, or
- to fix a time for terminating debate and putting the question, and the aforesaid several motions shall have precedence in the order in which they stand arranged in this rule.

Rule 17 Motions to adjourn (except when balloting for offices and when votes are being taken) shall always be first in order. Motions to adjourn, to move the question, to lay on the table and to take from the table shall be decided without debate.

Rule 18 The previous question shall be put in the following form or in some other form having the same meaning: "Shall the main question now be put" and until this question is decided all debate on the main question shall be suspended. If the previous question is adopted, the sense of the meeting shall immediately be taken upon any pending amendments in the order inverse to that in which they were moved, except that the largest sum or the longest time shall be put first and finally upon the main question.

Rule 19 The duties of the Moderator and the conduct and method of proceeding at all Town Meetings, not prescribed by law or by rules set forth in this article, shall be determined by rules of practice set forth in "Town Meeting Time Third Edition" except that to lay on the table shall require a majority vote.

2.2.2 Attendance by Officials

It shall be the duty of every official body, by a member thereof, to be in attendance at all Town Meetings for the information thereof while any subject matter is under consideration affecting such official body.

2.2.3 Appointment of Committees

All committees authorized by Town Meeting shall be appointed by the Moderator unless otherwise ordered by a vote of the Members present and voting. All committees shall report as directed by Town Meeting. If no report is made within a year after the appointment, the committee shall be discharged unless, in the meantime, Town Meeting grants an extension of time. When the final report of a committee is placed in the hands of the Moderator, it shall be deemed to be received, and a vote to accept the same shall discharge the committee but shall not be equivalent to a vote to adopt it.

2.2.4 Motion to Reconsider

2.2.4.1 Notice to Reconsider

A motion to reconsider any vote must be made before the final adjournment of the meeting at which the vote was passed but such motion to reconsider shall not be made at an adjourned meeting unless the mover has given notice of his intention to make such a motion, either at the session of the meeting at which the vote was passed or by written notice to the Town Clerk within twenty-four (24) hours after the adjournment of such session. When such motion is made at the session of the meeting at which the vote was passed, said motion shall be accepted by the Moderator but consideration thereof shall be postponed to become the first item to be considered at the next session, unless all remaining articles have been disposed of, in which case reconsideration shall be considered before final adjournment. There can be no reconsideration of a vote once reconsidered or after a vote not to reconsider. Reconsideration may be ordered by a vote of two-thirds (2/3) of the members present. Arguments for or against reconsideration may include discussion of the motion being reconsidered providing such discussion consists only of relevant facts or arguments not previously presented by any speaker.

2.2.4.2 Federal or State Law Affecting Reconsideration

The foregoing provisions relating to motions to reconsider shall not apply to any such motion made by the Board of Selectmen and authorized by the Moderator as necessary for the reconsideration of actions previously taken by Town Meeting by reason of State or Federal action or inaction or other circumstances not within the control of the Town or Town Meeting. In the event such a motion to reconsider is made and authorized, said motion may be made at any time before the final adjournment of the meeting at which the vote was passed, said motion may be made even if the vote was already reconsidered or was the subject of a vote not to reconsider, and reconsideration may be ordered by a vote of two-thirds (2/3) of the Members present.

2.2.4.3 Posting and Advertising

Notice of every vote to be reconsidered at an adjourned Town Meeting shall be posted by the Town Clerk in one (1) or more public places in each precinct of the Town as soon as possible after adjournment, and he shall, if practicable, at least one day before the time of the next following session of said adjourned meeting, publish such notice in some newspaper published in the Town. Said notice shall include the vote to be reconsidered and the place and time of the next following session of said adjourned meeting. The foregoing notice provisions shall not apply when a motion to reconsider any Town Meeting action is made publicly at Town Meeting before the adjournment of any session of any adjourned Town Meeting.

2.2.5 State of the Town

The Selectmen shall, at each Annual Town Meeting, give to the Members information on the "State of the Town."

2.2.6 Annual Precinct Meeting

Town Meeting Members and Town Meeting Members-elect from each precinct shall hold an annual precinct meeting after the annual Town election but before the convening of the business sessions of the Annual Town Meeting. The purpose of the meeting shall be the election of a Chairman and a Clerk and to conduct whatever business may be appropriate. Chairmen shall serve no more than six (6) consecutive years in that

position. Additional precinct meetings may be called by the Chairman or by a petition of six (6) Town Meeting Members of the precinct.

2.2.7 Removal of Town Meeting Members

2.2.7.1 Notice of Attendance

The Town Clerk shall mail, within thirty (30) days after the adjournment *sine die* of the Annual Town Meeting, to every Town Meeting Member who has attended less than one-half of Town Meeting sessions since the most recent Annual Town Election, a record of his attendance and a copy of Section 2-6 of the Charter.

2.2.7.2 Precinct Recommendation

All Precinct meeting held prior to consideration by Town Meeting of the warrant article pursuant to Section 2-6 of the Charter. Town Meeting Members of each precinct shall adopt a recommendation to Town Meeting on whether each member from the precinct listed in the warrant per Section 2-6 of the Charter should be removed from Town Meeting. The Chairman of each precinct or his designee shall make such recommendations along with supporting evidence and rationale to Town Meeting.

2.2.7.3 Grouped by Precinct

The names of the Members subject to removal in accordance with Section 2-6 of the Charter shall be grouped by precinct in the warrant article required by said section.

2.2.8 Meetings During Town Meeting

No appointed or elected board, committee, commission or other entity of Town government shall schedule or conduct any hearing, meeting or other function during any hours in which an Annual, Subsequent or Special Town Meeting is in session or is scheduled to be in session. Any such board, committee or commission which schedules or holds a meeting or hearing on the same calendar day, but at a time prior to a session of Town Meeting, shall adjourn or recess not less than five (5) minutes prior to the scheduled session of Town Meeting.

Any board, committee or commission may, at the opening of any session of Town Meeting, present to that Town Meeting an instructional motion requesting an exemption from this bylaw and asking that Town Meeting permit it to meet at a date and hour at which a future session of Town Meeting is scheduled, and may present reasons for Town Meeting to give such permission. Notwithstanding the foregoing, any board, committee or commission which meets the requirements of M.G.L. Chapter 39, Section 23B concerning emergency meetings may, upon meeting such requirements, conduct such a meeting or hearing at a time scheduled for a Town Meeting.

2.2.9 Rules Committee

The members of the Rules Committee, established under Section 2-12 of the Charter, shall hold an annual meeting within thirty (30) days after the adjournment of the Annual Town Meeting for the purpose of electing a Chairman and a Clerk and to conduct whatever business may be appropriate. Additional Rules Committee meetings may be called by the Chairman.

In the absence of a Chairman, the Moderator shall convene a meeting of the Rules Committee within sixty (60) days after a vacancy for the purpose of electing a new Chairman.



**Town of Reading
16 Lowell Street
Reading, MA 01867-2685**

**FAX: (781) 942-9070
Website: www.readingma.gov**

**TOWN CLERK
(781) 942-9050**

Town Meeting Handout Guidelines

To ensure that all Town Meeting members have access to the same information, distributed in the same manner, please follow the below listed guidelines for handout materials:

Materials that are prepared by a Town Board / Committee / Town Department must include the following:

- Article name and number
- Name of Town Board / Committee / Commission or Town Department
- Date the document was created
- Contact Information
- Approval of Town Clerk's Office

Materials that are prepared by petitioners or other voters must include the following:

- Article name and number
- Contact information of person who created handout
- Date the document was created
- Approval of Town Clerk's Office

All handouts:

- Must contain facts only unless specifically stating "This is the opinion of ____"
- Should be on white paper only
- Should be double-sided copies if more than one page
- May be distributed only by giving adequate copies for all Town Meeting members (192) to the Town Clerk or designee by 6:30 PM on the night in which the subject article will be discussed
- All handouts not approved will be removed and recycled
- All handouts not distributed must be picked up at the end of each night or they will be recycled at the end of each night.

All PowerPoint Presentations:

- Must consult with the Town Clerk before the meeting
- Provide a copy before the meeting
- All presentations will be given using the Town of Reading laptop computer

February of 2010